

Student Building Entry Pass Contract

Normal working hours are 7:00 a.m. to 4:30 p.m. Monday through Friday. Use of Missouri Western State University “**locked**” facilities at any other time is restricted to students who:

1. have a compelling need;
2. receive approval by the required Western personnel;
3. and abide by the conditions stated below.

Conditions for after normal hours facilities are:

- I will do no harm to any building or its contents. If any damage occurs I will report it to the Department Chairperson, or director, who signed my Student Building Pass. I will clean up any mess that I make.
- I will inform Western University Police whenever I am in a “**locked**” facility between the hours of 10:00 p.m. and 7:00 a.m., or on weekends.
- I will not allow anyone entry into a building who does not have a Student Building Pass in their immediate possession.
- I will tightly close (and assure that they are locked) any entry door that I use. I will not leave any door ajar so that others may enter the building.
- I will use Western facilities only for legitimate academic and work-related activities.
- I will display my Student Building Pass on the front of my person whenever I am using Western facilities after hours.

Building Entry Passes for the hours of 12:00 a.m. (midnight) to 6:00 a.m. may be for no longer than a 7-day time frame. Exception to the seven-day limit requires written permission from the Dean or Chairperson/Director supervising the department issuing the pass.

Failure to abide by these rules will result in revocation of the privilege to use Western facilities after normal working hours.

Student Signature

Chairperson/Director Signature

Chairpersons and/or Directors may only issue Student Building Passes for those areas over which they have direct supervision.

05/08/06